THE UNIVERSITY of ADELAIDE

2025

Function Room 1 Guide

Union House 505

GROUP OF EIGHT AUSTRALIA

make history.

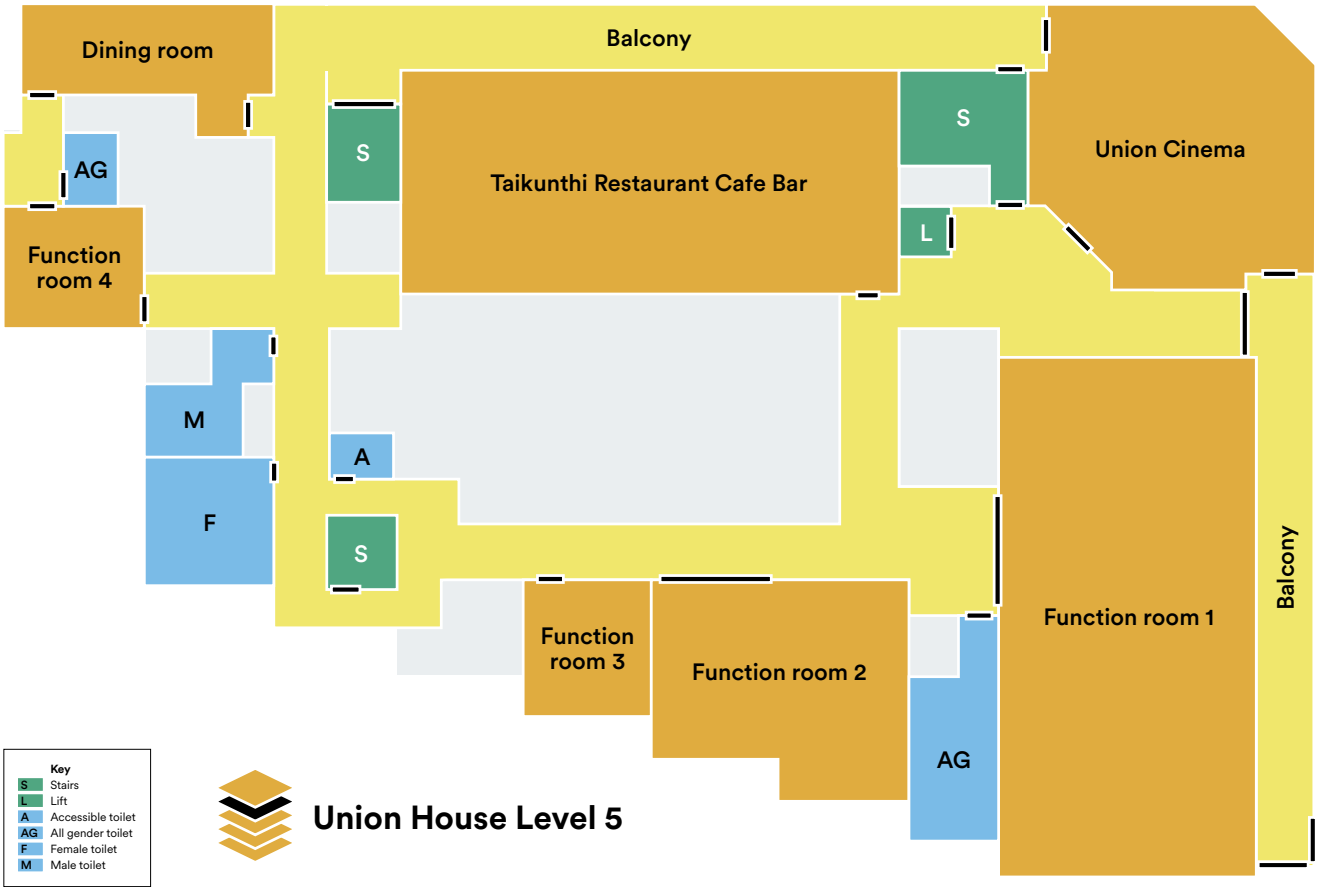
Venue information

Union House is a unique venue for events, socialising and engaging in campus life at the University of Adelaide's North Terrace campus. The iconic building was constructed in the early-1970's and designed in a contemporary style, while incorporating heritage buildings within its footprint.

A multi-stage renovation of Union House began in 2018 and was completed in 2024, adding student spaces, amenities, gym and a restaurant overlooking the beautiful Cloisters Courtyard.

There is a new Dining room and four new function rooms on level 5, with technology and room configurations suitable for a variety of events, including board meetings, banquet dinners and cocktail parties. Rumours function room on level 6 has also been refurbished.

This guide is applicable to Function Room 1.



Room access

Union House is open from 7am to 7pm, Monday to Friday. For after-hours access, contact Security upon arrival and remote access can be provided.

BOOKINGS AND EVENTS

(08) 8313 5151 or facilities.booking@adelaide.edu.au

- Room bookings
- Venue information
- General enquiries

Catering and alcohol

The National Wine Centre (NWC) are the operators of Taikunthi restaurant on level 5 and are the preferred caterer for North Terrace campus events. As the NWC hold the level 5 liquor license, Taikunthi must be engaged for all events involving alcohol or where a sit-down catered breakfast, lunch or dinner is required. Contact Taikunthi to arrange a catering quote.

If Taikunthi are not available, or you choose to not have them cater your event, you can engage another caterer on the condition that:

- no alcohol is served/sold; and
- the food is pre-prepared offsite and can be delivered ready to serve.

In these instances, all serving materials and glassware must be provided by the caterer. There are no facilities available to heat or plate food, or to wash dishes.

The North Terrace campus has a variety of food and beverage outlets, many of which provide a catering service. Visit the campus catering website for information and contact details.

Ensure no hot items such as urns, are placed on tabletops without protection underneath as this can cause damage.

A water refill station in the foyer adjacent function room 2 is available and you must provide your own water jugs.

Strictly no BYO alcohol or service of alcohol by any entity other than Taikunthi is allowed.

TAIKUNTHI GENERAL ENQUIRIES

0427 966 686 or booking@taikunthi.com.au

Security

Security guards are required for all North Terrace events involving alcohol service to 30+ guests and can be organised through Taikunthi. A quote for security will be included in your catering quote.

SECURITY (GENERAL) (08) 8313 5990

- After-hours room access
- Safety and security

SECURITY (EMERGENCY) (08) 8313 5990

- Call this number after calling 000

Cleaning and waste

A moveable bin station and wall bins in the hallway adjacent function room 1 are provided for the disposal of landfill, recycling and organic waste.

Function rooms are cleaned every weekday morning before 7am.

If you have an afternoon or evening booking following a morning event and think your room might require a spot clean, please request a service for Cleaning via Unispace a minimum of 7 days in advance.

1. Go to the Infrastructure website and select Request a Service
2. Request Services
3. General Maintenance
4. Cleaning, Caretaking and Waste
5. Cleaning
6. Provide the room number, a project code and department cost code

Students should call Facilities Support to arrange.

If the room is left in particularly poor condition after your event, you will be charged a fee for cleaners.

FACILITIES SUPPORT

(08) 8313 4008 or facilitiessupport@adelaide.edu.au

- Maintenance
- Cleaning
- Caretaking
- Waste management

Room set up

Function Room 1 has furniture suitable for a range of events and is configured with a standard layout.

If movement of furniture in or out of function room 1 is required, you must arrange for the University caretakers to assist by requesting a service via Unispace a minimum of 7 days in advance. Note that caretakers work from 8am to 3pm on weekdays.

1. Go to the Infrastructure website and select Request a Service
2. Request Services
3. General Maintenance
4. Cleaning, Caretaking and Waste
5. Caretaker
6. Provide detail about the furniture to be moved from your function room to Store 2 (UH510) and that the room be reset to the standard layout post-event.*

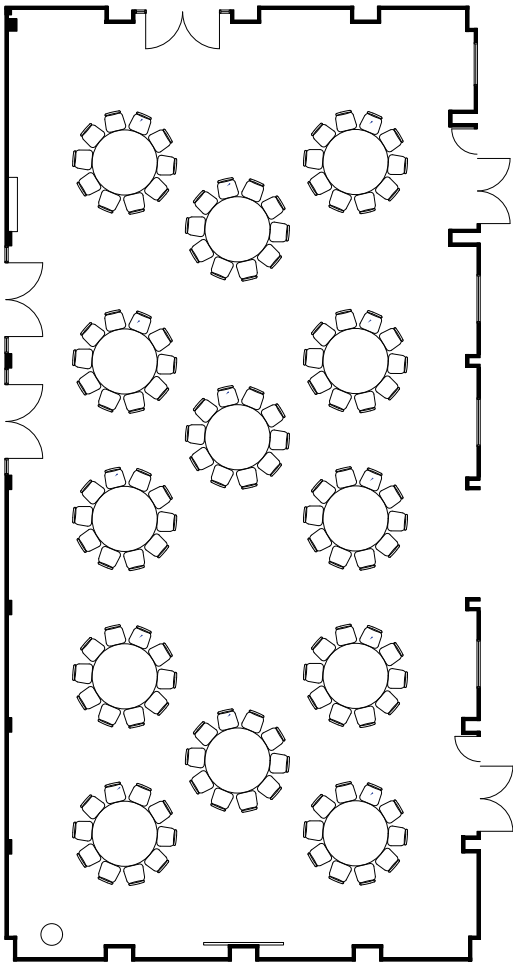
Students should call Facilities Support to arrange.

Facilities bookings will ensure that your booking request includes at least 2 hours pre-event (bump in) and post-event (bump out) so there is ample time to set and reset the room.

OTHER FURNITURE AVAILABLE

- 8 rectangular tables
- 6 cocktail tables
- 8 cocktail stools

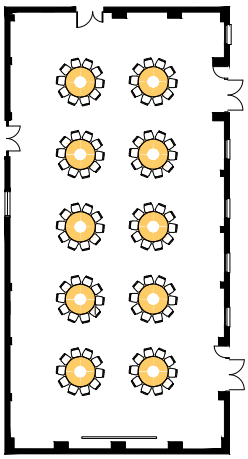
*Please specify the time that you need the room set up by, not the time that your event starts.



Capacity: 130

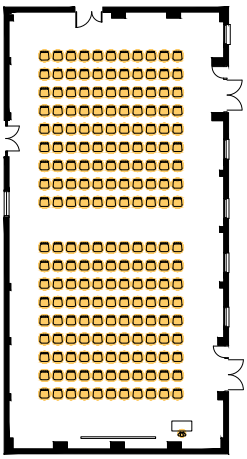
Alternate layouts

Banquet



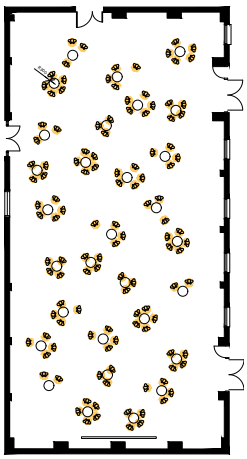
Capacity: 100 approx
Standard setting

Theatre



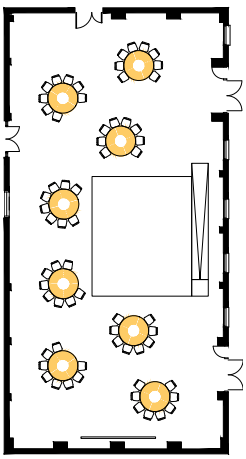
Capacity: 198 approx

Cocktail*



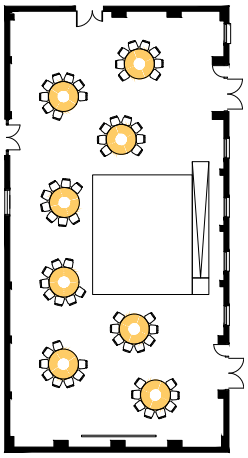
Capacity: 280 approx

Cabaret 2*



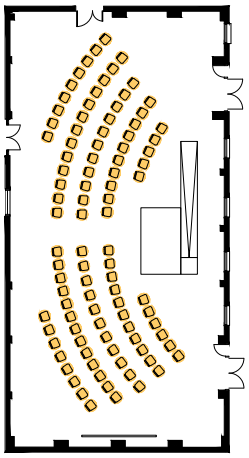
Capacity: 64 approx
Stage and ramp

Cabaret 2*



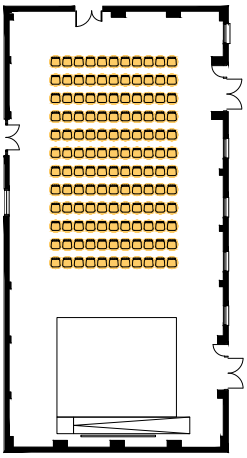
Capacity: 64 approx
Stage and ramp

Theatre & Stage 1*



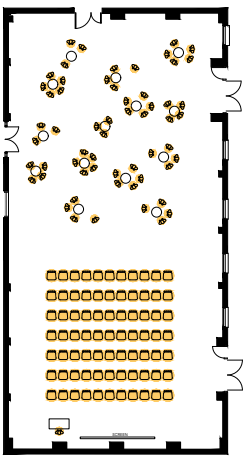
Capacity: 102 approx
Stage and ramp

Theatre & Stage 2*



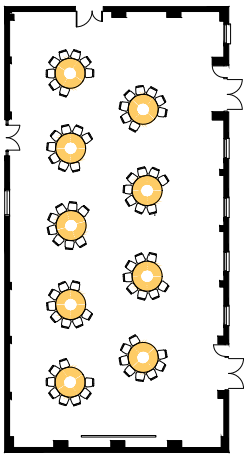
Capacity: 132 approx
Stage and ramp

Theatre & Cocktail*



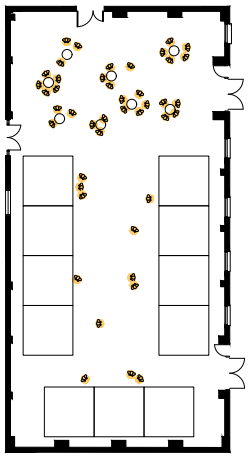
Capacity: 77 approx

Cabaret



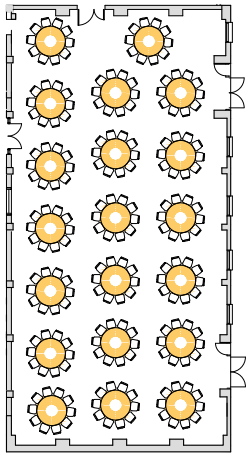
Capacity: 72 approx

Exhibition*



Capacity: 150 approx

Banquet - 2



Capacity: 200 approx

*Alternate layouts are examples only and all asterisked floor-plans will require hire furniture.

External hire

Any additional or bespoke furniture, staging, lighting or production required for your event must be hired externally, with delivery, installation and collection of items coordinated by you.

Delivery of items to Union House can occur any time between 7am and 7pm, Monday to Friday. Access is via gate 13 on Kintore Avenue, to the Union House/ Darling loading zone. Personnel should follow the level 4 walkway through to the Union House lift and go up one floor to level 5.

For extra large items contact Facilities Bookings to arrange access to the Goods Lift.

AV facilities guide

Function Room 1 includes three 100” 4k LCD screens, PC connectivity and light control:

1. Wireless keyboard and mouse (no clicker)
2. USB-C for bring your own device
3. Room control
4. Six wireless lapel, six wireless handheld and two podium mics in charging docs
5. Phone
6. Light control panel
7. Select internal PC or USB-C source
8. Self help button
9. Power system on and off.

Please turn everything off and return the room to its original state when you leave.

Tech support

During business hours the University's Information Technology and Digital Services (ITDS) technicians are generally available via phone to assist with technical support. They will not attend the venue except in cases of broken equipment.

After hours, there is no tech support. However, a printed AV and lighting guide is provided in the room.

If you require a dedicated technician to be in attendance during your event or if you need AV not provided in the rooms as standard, you are welcome to contact a third-party provider who will quote and charge for their services separately. The University's preferred AV contractor is Scene Change.

UOA ITDS DURING BUSINESS HOURS
(08) 8313 3000

SCENE CHANGE (NICK WATERMAN)
0415 734 910 or nwaterman@scenechange.com.au

Lighting guide

- All lights off (excluding DMX colour lights)
- All lights to 50% brightness (excluding DMX colour lights)
- All lights to 25% brightness (excluding DMX colour lights)
- All lights on to 100% brightness (excluding DMX colour lights)
- Next page

- Downlights on/off switch, long press to dim up or down
- DMX colour lights, on off only (DMX main control from switch at AV point)
- Presentation lights on/off switch, long press to dim up or down
- PIR isolator switch, when switched on the sensors will not operate
- Next/previous page

- Row 1 (North) spotlights on/ off switch, long press to dim up or down
- Row 2 spotlights on/ off switch, long press to dim up or down
- Row 3 spotlights on/ off switch, long press to dim up or down
- Row 4 spotlights on/ off switch, long press to dim up or down
- Next/previous page

- Row 5 spotlights on/ off switch, long press to dim up or down
- Row 6 spotlights on/ off switch, long press to dim up or down
- Row 7 (south) spotlights on/ off switch, long press to dim up or down
- N/A
- Previous page

- PIR isolate needs to be turned on if you want the lighting to stay off during a presentation or similar situation.
- The lightbulb to the left-hand side of lighting group indicates function on/off.
- The bar below the lighting group indicates the dimming point. For example, if the bar is 50% full the lights are operating at 50% of their lux capacity. Each group can be dimmed independently to others.

DMX lighting guide

To operate the RGBW spotlights located on the trusses first follow the instructions on the lighting control user guide and turn them on at the lighting control panel under group 'DMX spotlights'.

User Interface - The Colour Touch RGBW uses five touch buttons and a display to navigate menus and light settings. The five buttons include increase/decrease (up/down), left/right, and on/off(middle). The main menu has three items: "Dim" for dimming, "Cct" for colour temperature, and "sho" for changing the current light show. The menus can be switch at anytime using the left and right keys. The device will always default back to the dimming menu after screen goes to sleep and when device is turned on. The flow of the menus can be seen in Figure 2: Menu system.

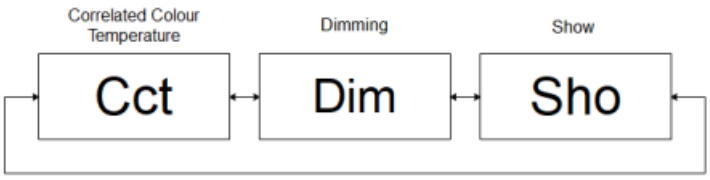


Figure 2: Menu system

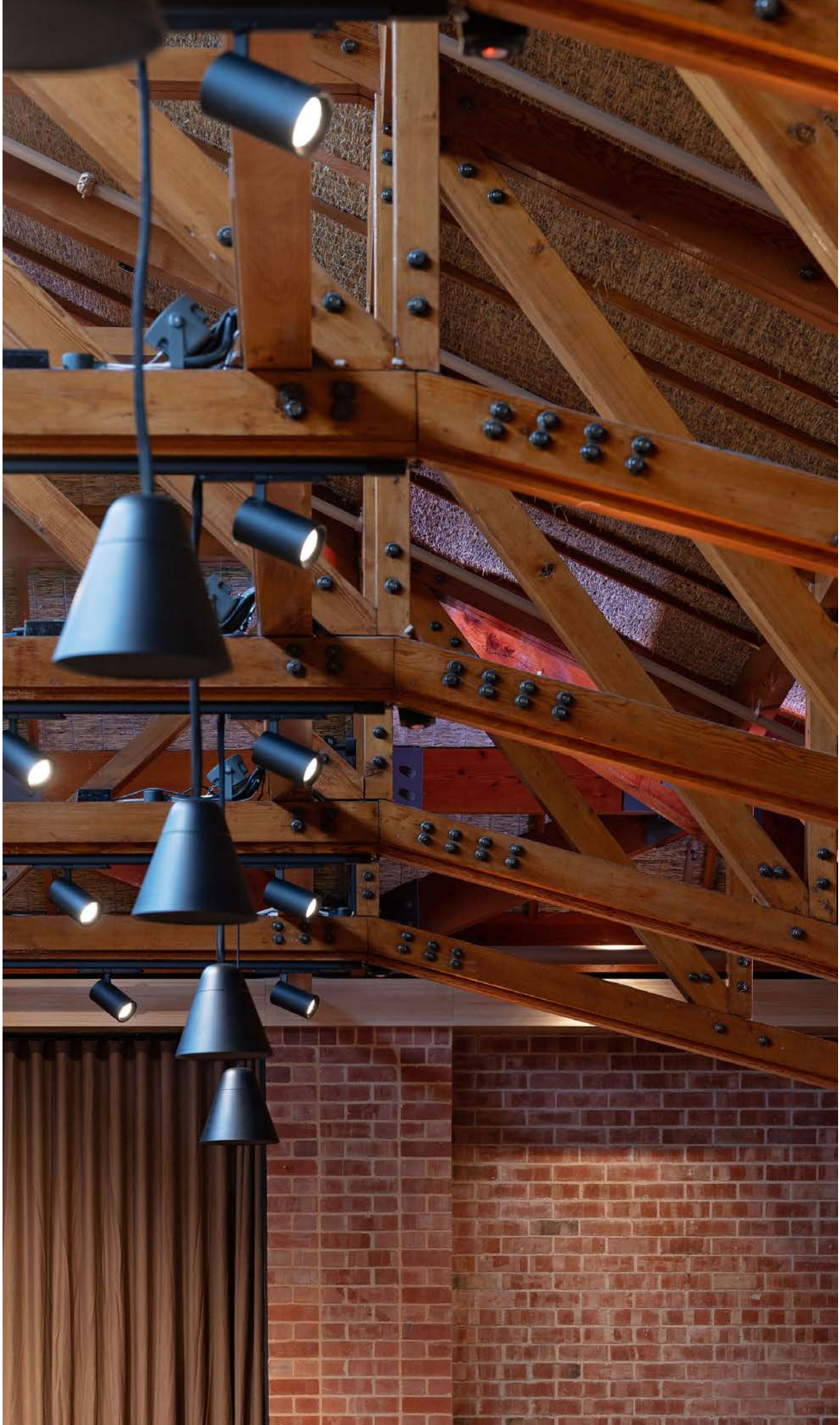
Selecting Shows - The Colour Touch RGBW is pre-programed with variety of lighting shows. To access these shows, tap the left and right keys until the display is on the "Sho" menu, now use the up and down keys to select a show. The show will start instantly, and on the display the show description will scroll once. To exit from the show menu item just us the left or right keys. Pre programmed scenes available on manual provided in the AV cupboard.

Dimming - Each show on the Colour Touch RGBW can have a dimming multiplier of 0.4-100%, this can be controlled via the "Dim" menu. to access the Dim menu, use the left and right keys until "Dim" is displayed on the Colour touch. Then use the up and down arrows to control the level of dimming. 1 = 0.4% and 100 = 100% To exit this menu just use the left or right keys.

CCT (Correlated Colour Temperature) - The Colour Touch RGBW can perform colour mixing of the RGBW LEDs to create a correlated colour temperature. This value is displayed in kelvin from 2700K to 6000K. To enter this mode, use the left and right arrows to scroll to the "Cct" menu. after the correct menu is selected use the up and down arrows to apply the CCT values to the DMX output. To exit this menu, use the left and right key to change menu.

Post-event check list

- Place all rubbish in the bins provided
- Return room to standard furniture configuration (pg 4)
- Remove USB
- Turn off AV and lights



Further enquiries

The University of Adelaide SA 5005 Australia
enquiries future.ask.adelaide.edu.au
phone +61 8 8313 7335
free-call 1800 407 527
web adelaide.edu.au
facebook facebook.com/uniofadelaide
X (twitter) twitter.com/uniofadelaide
tiktok tiktok.com/@uniofadelaide
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[Month] [Year]. Job no. [xxxx]

Kaurna acknowledgement
We acknowledge and pay our respects to the Kaurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built. We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country and we respect and value their past, present and ongoing connection to the land and cultural beliefs. The University continues to develop respectful and reciprocal relationships with all Indigenous peoples in Australia, and with other Indigenous peoples throughout the world.